

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



October 7, 1999

ALL-COUNTY LETTER NO. 99-85

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY TANF WORK PARTICIPATION RATE MONTHLY REPORT,
FORM WTW 30

Chapter 270, Statutes of 1997 (AB1542), which implemented the CalWORKs program, makes it necessary for counties to report their TANF All Families work participation rate to the California Department of Social Services so that the State can monitor county success in moving recipients from welfare to work. A new form, the County TANF Work Participation Rate Monthly Report (WTW 30), has been developed to collect the rate. Enclosed, for duplication purposes, is a camera-ready copy of the WTW 30 with instruction pages.

The participation rate calculations will be based on data from a monthly sample of cases. See the attached TANF Work Participation Rate Sample Fact Sheet for specific information about the sample and review process. So that the sample list can be delivered to the proper person in the format the county prefers, please complete the attached TANF Work Participation Rate Sample Contact Sheet and fax it to Frank Andersen at (916) 653-4880.

The first report month is October 1999. Counties are to complete the attached WTW 30 form and submit it to the CDSS on a monthly basis. However, the first three months' (October, November, and December) reports, along with the January 2000 report will be due April 15, 2000. Thereafter, this form is due 75 days from the last day of the reporting month.

Fax or mail the report to:

California Department of Social Services
Data Operations Branch, Reports Unit, M.S. 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
Fax: (916) 322-9254

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Questions concerning the sample and/or calculation of the work participation rate should be directed to Joeana Carpenter, CalWORKs and Food Stamp Data Systems Design Task Force, at (916) 657-3288. Questions about submission of the form should be directed to Nguyet Nguyen at (916) 445-6921.

Sincerely,

***Original Document Signed By
Werner Schink on 10/7/99***

WERNER SCHINK
Acting Deputy Director
Program Planning and Performance Division

Enclosures

c: CWDA

		MONTH	YEAR
		COUNTY	
TYPE OF WORK PARTICIPATION	(1) ALL FAMILIES MEETING WORK PARTICIPATION REQUIREMENTS	(2) All FAMILIES NOT EXCLUDED FROM PARTICIPATION	(3) MONTHLY PARTICIPATION RATE
TANF All Families			
The above data is reported on (check one): <input type="checkbox"/> All cases <input type="checkbox"/> A sample of cases COMMENTS			
CONTACT PERSON		TELEPHONE	

**COUNTY WORK PARTICIPATION RATE
MONTHLY REPORT
WTW 30 (10/99) FORM
GENERAL INFORMATION**

The purpose of this report is to provide the state with county work participation rates needed to monitor county success in moving recipients from welfare to work. The information is required by Chapter 270, Statutes of 1997 (AB1524), which implemented the CalWORKs program.

This report is due 75 days from the last day of the reporting month. Send or fax reports to:

California Department of Social Services
Data Operations Branch, Reports Unit, MS 19-81
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 322-9254

DEFINITIONS AND INSTRUCTIONS

Month. Enter the reporting month.

Year. Enter the reporting year.

County. Enter the name of the county.

(Column 1) All Families Meeting Work Participation Requirements. Enter the number of All Families cases that meet Federal work requirements. This number will be the numerator in the work participation rate calculation. For a case to be included, it must meet the following conditions:

- a) The family must be included in the work participation rate calculation denominator (see Column 2 instruction below).
- b) One aided adult or minor head of household must participate an average of 30 hours per week. For a single parent with a child under the age of 6 years, the participation requirement is 20 hours per week. The work activities described in (i) through (ix) below may be used to meet these participation requirements.

- i) Employment including subsidized and unsubsidized private or public employment.
- ii) Self-employment.
- iii) Work experience.
- iv) On the job training.
- v) Job search and job readiness.
 - (1) Maximum of 6 weeks may be counted in any Federal fiscal year per individual.
 - (2) Maximum of 4 consecutive weeks in any Federal fiscal year per individual.
 - (3) Not more than once during a Federal fiscal year, a county may count three or four days of job search and job readiness assistance during a week as a full week of participation.
- vi) Community service.
- vii) Providing childcare services to an individual who is participating in a Community Service Program.
- viii) Vocational Education Training.
 - (1) Vocational education training may only count for a total of twelve months for any individual.
- ix) School attendance for married or single heads of household under twenty - years of age.
 - (1) Must maintain satisfactory attendance at a secondary school or the equivalent during the month, or
 - (2) Participate in education directly related to employment for an average of at least 20 hours per week during the month.
- c) After at least 20 hours a week in one or more of the activities in b), the following Federal categories may also count as participation:
 - i) Job skills training directly related to employment.
 - ii) Education directly related to employment for individuals with no high school diploma or Certificate of High School Equivalency.
 - iii) Satisfactory school attendance for individuals with no high school diploma or Certificate of High School Equivalency.
- d) Not more than 30 percent of all of the cases included in the numerator may be deemed as meeting the federal requirement through participation in educational activities as defined in b) viii) and ix).

(Column 2) All Families Not Excluded From Participation. Enter the number of All Family cases not excluded from meeting the work participation requirement. This number will be the denominator in the work participation rate calculation. For a case to be included, it must meet all of the following conditions:

- a) Receive a CalWORKs grant for the month.
- b) Include at least one person that meets one of the following criteria:
 - (i) An adult or minor head-of-household receiving assistance.
 - (ii) An adult or minor head-of household sanctioned (unaided) for more than three months in the past twelve months for failure to comply with program work requirements, whether or not the months of sanction were consecutive.
- c) All single parent cases with a child under one year of age that meet the conditions in a) may be excluded from the denominator.
 - i) Families that meet the work participation requirements, but would normally be excluded because of a child under one year of age may be included in both the numerator and denominator.

(Column 3) Monthly Participation Rate. Enter the monthly work participation percentage rate. The work participation percentage rate is equal to the number in Column (1) of this report (the numerator), divided by the number in Column (2) of this report (the denominator).

The above data is reported on (check one). Indicate by checking the appropriate box whether the numbers in Column (1) and Column (2) are from a review of all cases (100% of caseload) or a sample of cases (less than 100% of caseload).

Comments. The county should use this space to convey any specific information to CDSS about the submitted data.

Contact Person. Enter the name of the person the CDSS should contact if they have questions about this report.

Telephone. Enter the telephone number of the Contact Person.

TANF WORK PARTICIPATION RATE SAMPLE FACT SHEET

Which counties must do the reviews and rate calculation: all counties.

Who does the reviews: county staff.

Sample size: varies by county. The number of cases to be reviewed is calculated to produce a work participation rate with a confidence level of $95\% \pm 2$. The annual sample maximum is about 3,200 cases for large counties and 100% of cases for small counties. See the attached Work Participation Rate Sample Sizes table for actual numbers. Counties have the option of reviewing 100% of their cases and using these findings to calculate their rate.

Sample universe: cases with aid codes 30, 33, 35, 38, 3E, 3G, 3H, 3L, 3M, 3P, 3R and 3U in the sample month. Cases with aid codes 35, 3M, and 3U are not to be included when there are two aided adults (18 years of age or older), both with these aid codes; these cases are in the two-parent Separate State Program (SSP) and therefore not part of the federal work participation rate calculation. When the sample lists are drawn, every effort will be made to screen out the two-parent SSP cases. If the county determines during its review that a case on the sample list has aid code 35, 3M, or 3U and contains two aided adults, the case should be dropped from the sample. If the county elects to review and submit findings on 100% of its caseload, care should be taken to exclude these cases.

Sample source: MEDS file.

Is there an overlap with the Q5 sample: when possible, Q5 cases which meet the all-families definition will be substituted (on a random replacement basis) for work participation rate sample cases. It is expected that the number of overlap cases will be very small. These replacement cases will be annotated (e.g., starred) on the lists counties receive.

Who draws the sample: the CalWORKs and Food Stamp Data Systems Design Task Force (Q5 Task Force).

When is the sample drawn: approximately the 24th of the month prior to the sample month. (Exception: the sample for the first month, October 1999, will be drawn approximately October 24. November 1999 cases will be drawn on the same day.)

How will the county receive the sample: the county can choose to receive the sample list via e-mail or fax or U.S. Mail.

How will the review results be reported: use the form County TANF Work Participation Rate Monthly Report (WTW 30).

When is the WTW 30 due: 75 days after the sample month. The form shows where and how to send. [Note: the first four sample months (October 1999-January 2000) are not due until April 15, 2000, although they may be submitted sooner.]

WORK PARTICIPATION RATE SAMPLE SIZES

	County Annual Sample Size for 2.0 Precision at 95% Confidence	County Annual Sample Draw (Oversample for 27% Drop Rate)	Monthly Average Sample Draw
Alameda	2,368	3,244	270
Alpine*	*	*	*
Amador	1,214	1,663	139
Butte	2,249	3,081	257
Calaveras	1,488	2,038	170
Colusa*	*	*	*
Contra Costa	2,333	3,196	266
Del Norte	1,705	2,336	195
El Dorado	1,841	2,522	210
Fresno	2,367	3,242	270
Glenn	1,445	1,979	165
Humboldt	2,142	2,934	245
Imperial	2,245	3,075	256
Inyo	1,156	1,584	132
Kern	2,357	3,229	269
Kings	2,117	2,900	242
Lake	2,036	2,789	232
Lassen	1,568	2,148	179
Los Angeles	2,397	3,284	274
Madera	2,139	2,930	244
Marin	1,768	2,422	202
Mariposa	948	1,299	108
Mendocino	2,031	2,782	232
Merced	2,284	3,129	261
Modoc	927	1,270	106
Mono*	*	*	*
Monterey	2,244	3,074	256
Napa	1,636	2,241	187
Nevada	1,592	2,181	182
Orange	2,355	3,226	269
Placer	2,009	2,752	229
Plumas	1,119	1,533	128
Riverside	2,368	3,244	270
Sacramento	2,379	3,259	272
San Benito	1,502	2,058	171
San Bernardino	2,380	3,260	272
San Diego	2,379	3,259	272
San Francisco	2,297	3,147	262
San Joaquin	2,347	3,215	268
San Luis Obispo	2,081	2,851	238
San Mateo	2,014	2,759	230
Santa Barbara	2,220	3,041	253
Santa Clara	2,337	3,201	267
Santa Cruz	2,108	2,888	241
Shasta	2,223	3,045	254
Sierra*	*	*	*
Siskiyou	1,782	2,441	203
Solano	2,290	3,137	261
Sonoma	2,172	2,975	248
Stanislaus	2,321	3,179	265
Sutter	1,923	2,634	220
Tehama	1,877	2,571	214
Trinity	1,116	1,529	127
Tulare	2,335	3,199	267
Tuolumne	1,706	2,337	195
Ventura	2,278	3,121	260
Yolo	2,127	2,914	243
Yuba	2,073	2,840	237
Total	106,715	146,187	12,185

*Alpine, Colusa, Mono, and Sierra Counties are forecast to have caseloads of less than 100 cases. Due to the small caseload size, these Counties will report on 100 percent of their active TANF cases.

TANF WORK PARTICIPATION RATE SAMPLE CONTACT SHEET

COUNTY: _____

Please send the TANF Work Participation Rate Sample List to:

Name: _____ Title: _____ Tel. No.: _____

This county would like to receive our sample list as (circle one): E-MAIL or PAPER.

Send e-mail to this address: _____

Send hard copy to: Fax: _____ or

Mail: _____

Prepared by: _____

Date: _____

Return this Contact Sheet to:

Frank Andersen

CalWORKs and Food Stamp Data Systems Design Task Force

FAX: (916) 653-4880